



# SPECIAL EVENT APPLICATION

Town of Westlake | 1500 Solana Boulevard, Building 7, Suite 7200 | Westlake, TX 76262

Phone: (817) 430-0941

Email: [customerservice@westlake-tx.org](mailto:customerservice@westlake-tx.org)

**All Special Events must comply with Ordinance 850 regarding special event rules and regulations.**

**Special Event Permit Application Fee \$250 / Tent Permit Fee \$200**

## Instructions

Please fill out the attached application and all requested materials for the review of your application. An application will not be processed or a date confirmed until all materials have been submitted. **Applicants must submit their application 30 days before the day of the event.** Please allow 2 weeks (10 days) from the date of submittal to receive final approval. Upon approval of your event, you will receive an email stating approval and the permit can be picked up from the permit desk at Westlake Town Hall.

## Application Checklist

- Site Plan Diagram
- Description of Event
- Application Fee
- Certificate of Liability / Proof of Insurance
- Health Permit for food & beverage sales and potable water
- TABC Permit for alcohol sales
- Solid waste collection arrangements
- If event location property is owned by someone other than the applicant, a signed memo stating that the applicant has permission to use the property must be attached
- If event location will impact any businesses (for instance: their parking, or access to their business), a signed memo by all affected business owners stating that they approve of the event must be attached



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## Applicant Information

Applicant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Owner Information

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Description of Event

Name of the Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Parking Spaces: \_\_\_\_\_

Description of Event: (Please include types of activities) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## **Special Event Questions**

**Will you be closing a public street?**

*If yes, provide a traffic control plan.*

Yes  No

**Will you be blocking or restricting fire apparatus access road?**

*If yes, provide a traffic control plan.*

Yes  No

**Will you be blocking or restricting public and/or private property, including public rights-of-way?**

*If yes, provide a traffic control plan.*

Yes  No

**Will merchandise, food, or beverages be sold on public property or on private property where otherwise prohibited by ordinance?**

*If yes, a permit through Tarrant County Public Health must be obtained.*

Yes  No

**Will alcohol be sold or served?**

*If yes, a copy of a TABC permit is required at time of submittal.*

Yes  No

**Will there be installation of a stage, band shell, trailer, van, portable building, grandstand, or bleachers on public property, or on private property?**

Yes  No

**Will 500 or more persons be attending the event?**

Yes  No

Answering "YES" to any of the questions above makes your event qualify as a special event per definition of a special event in the town ordinances.

## **Additional Questions**

**Are you requesting Police services?**

Yes  No

**Are you requesting on site Fire-EMS services?**

Yes  No

**Will tent or canopies over 400s.f. be used at this event?**

*If yes, tents must meet requirements outlined in the IBC and IFC.*

Yes  No

**Will fireworks/pyrotechnic displays be used at the event?**

*If yes, a copy of the approved permit by the State Fire Marshal must be submitted and must meet the requirements of the IFC.*

Yes  No

**Is this a residential location?**

Yes  No



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## **Site Plan Checklist**

A site plan must be submitted that details the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Cooking Areas                 | <input type="checkbox"/> Solid waste facilities         |
| <input type="checkbox"/> Fuel Storage                  | <input type="checkbox"/> Street Closures                |
| <input type="checkbox"/> Management Offices            | <input type="checkbox"/> Temporary Structures           |
| <input type="checkbox"/> Medical Treatment Areas       | <input type="checkbox"/> Traffic Control Plan           |
| <input type="checkbox"/> Parking Plan                  | <input type="checkbox"/> Vehicle Egress                 |
| <input type="checkbox"/> Public Areas – fences & gates | <input type="checkbox"/> Vehicle Ingress                |
| <input type="checkbox"/> Restrooms                     | <input type="checkbox"/> Water Supplies (potable water) |

# **SPECIAL EVENT PERMIT APPLICATION**

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## **Indemnity Clause**

User, by executing this special event application and the mutual consideration contained herein which is acknowledged and agreed, hereby agrees to indemnify, hold harmless, and defend the town, its officers, agents, and employees from and against all liability for any and all claims, suits, demands, and/or actions for damages to person (including death), property damage (including loss of use), and expenses including court costs and attorney's fees and other reasonable costs occasioned by or arising out of users of public spaces and/or activities conducted in connection with or incidental to the requested permit and arising out of or resulting from the intentional acts or negligence of user, its officers, agents, employees or persons participating in the event sponsored by the user.

User must further agree that it shall, at all times, exercise reasonable precautions on behalf of, and be solely responsible for the safety of its officers, agents, employees, participants, visitors and other persons, as well as their property, while in or on the public spaces or involved in activities in connection with or incidental to the permitted use of the public spaces under this permit. It is expressly understood and agreed that town shall not be liable or responsible for the negligence of user, its agents, servants, employees, customers, visitors, and participants.

It will be further agreed with respect to the above indemnity, that town and user will provide the other with prompt and timely notice of any event covered in any way, directly or indirectly, contingently or otherwise affect or might affect the user or town, and town shall have the right to compromise and defend the same extent of its own interests.

User will further agree that this indemnity provision shall be considered as an additional remedy for town and not as an exclusive remedy. I have read and understand the special events ordinance and agree to terms of said policy.

Applicant Name:

Owner Name:

Applicant Signature:

Owner Signature:

Date:

Date: